

# CHANGE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1100.2C CHG 3

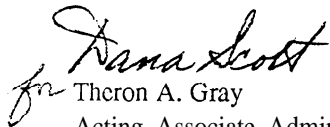
5/11/89

SUBJ: ORGANIZATION — FAA HEADQUARTERS

1. PURPOSE. This change transmits revised pages to Chapter 29, Office of Management Systems.
2. EXPLANATION OF CHANGES. This change establishes the Information Systems Support Division in the Office of Management Systems.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, this change transmittal should be retained.

### PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
iii thru vi .....	2/6/89	iii thru vi .....	2/6/89
vii thru xxi .....	5/1/89	vii .....	5/1/89
		viii .....	5/11/89
		ix thru xxiv .....	2/6/89
29-1 and 29-2 .....	2/6/89	29-1 and 29-2 .....	5/11/89
29-3 .....	2/6/89	29-3 .....	2/6/89
29-4 .....	2/6/89	29-4 .....	5/11/89
29-5 and 29-6 .....	2/6/89	29-5 .....	5/11/89
		29-6 .....	2/6/89
29-7 and 29-8 .....	2/6/89	29-7 and 29-8 .....	2/6/89
32-1 thru 32-3 .....	2/6/89	32-1 thru 32-3 (and 32-4) .....	2/6/89



Theron A. Gray  
Acting Associate Administrator  
for Administration

Distribution: A-WXYZ-2

Initiated By: AMS-530



## TABLE OF CONTENTS

	Page
<b>CHAPTER 1. GENERAL .....</b>	<b>1-1</b>
Figure 1-1. FAA Headquarters Organization .....	1-2
1-1 Purpose .....	1-3
1-2 Distribution .....	1-3
1-3 Cancellation .....	1-3
1-4 Explanation of Changes .....	1-3
1-5 FAA Organization Manual.....	1-5
1-6 Missions .....	1-5
1-7 Wartime Service .....	1-5
1-8 Authority to Change this Order.....	1-5
<b>CHAPTER 2. ADMINISTRATOR .....</b>	<b>2-1</b>
2-1 Functions .....	2-1
2-2 Emergency Operations .....	2-1
<b>CHAPTER 3. DEPUTY ADMINISTRATOR.....</b>	<b>3-1</b>
3-1 Functions .....	3-1
3-2 Authority .....	3-1
3-3 Resewed.....	3-1
3-4 Reserved.....	3-1
3-5 Operations Center.....	3-1
3-6 Emergency Operations Staff.....	3-1
3-7 Telecommunications Center.....	3-2
<b>CHAPTER 4. EXECUTIVE DIRECTORS.....</b>	<b>4-1</b>
4-1 Functions .....	4-1
4-2 Authority .....	4-1
<b>CHAPTER 5. RESERVED</b>	
<b>CHAPTER 6. RESERVED</b>	
<b>CHAPTER 7. RESERVED</b>	
<b>CHAPTER 8. RESERVED</b>	
<b>CHAPTER 9. RESERVED</b>	

**Page**

<b>CHAPTER 10. ASSOCIATE ADMINISTRATOR FOR AVIATION SAFETY .....</b>	<b>10-1</b>
10-1 Mission .....	10-1
10-2 Functional Organization .....	10-1
10-3 Functions .....	10-1
10-4 Special Delegation.....*	10-1
10-5 Special Relations .....	10-1
10-6 Program and Resource Management Staff.....	10-1
<b>CHAPTER 11. OFFICE OF AVIATION SAFETY ANALYSIS .....</b>	<b>11-1</b>
Figure 11-1. Functional Organization Chart.....	11-2
11-1 Mission .....	11-3
11-2 Functional Organization .....	11-3
11-3 Functions .....	11-3
11-4 Reserved.....	11-3
11-5 Special Relations .....	11-3
11-6 Office of the Director.....	11-3
11-7 Reserved.....	11-3
11-8 Reserved.....	11-3
11-9 Reserved.....	11-3
11-10 Safety Information and Analysis Division.....**	11-3
11-11 Government and Industry Information Division.....	11-3
<b>CHAPTER 12. OFFICE OF AVIATION SAFETY OVERSIGHT .....</b>	<b>12-1</b>
Figure 12-1. Functional Organization Chart.....	12-2
12-1 Mission .....	12-3
12-2 Functional Organization .....	12-3
12-3 Functions .....	12-3
12-4 Special Delegations .....	12-3
12-5 Special Relations .....	12-3
12-6 Office of the Director.....	12-3
12-7 Reserved.....	12-3
12-8 Aviation Safety Staff .....	12-3
12-9 Reserved.....	12-4
12-10 National Airspace Systems Division .....	12-4
12-11 Flight Operations and Maintenance Division .....	12-4
12-12 Aircraft and Technology Division .....	12-5
<b>CHAPTER 13. RESERVED</b>	
<b>CHAPTER 14. RESERVED</b>	
<b>CHAPTER 15. RESERVED</b>	

	Page
<b>CHAPTER 16. OFFICE OF THE CHIEF COUNSEL .....</b>	<b>16-1</b>
Figure 16-1. Functional Organization Chart.....	16-2
16-1 Mission .....	16-3
16-2 Functional Organization .....	16-3
16-3 Functions .....	16-3
16-4 Special Delegations .....	16-3
16-5 Special Relations .....	16-4
16-6 Chief Counsel .....	16-5
16-7 International Affairs and Legal Policy Staff.....	16-5
16-8 Program Management Staff .....	16-6
16-9 Legislative Staff .....	16-6
16-10 General Legal Services Division .....	16-6
16-11 Regulations and Enforcement Division .....	16-8
16-12 Reserved .....	16-9
16-13 Litigation Division .....	16-9
16-14 Procurement Legal Division .....	16-10
<b>CHAPTER 17. OFFICE OF CIVIL RIGHTS .....</b>	<b>17-1</b>
17-1 Mission .....	17-1
17-2 Structure .....	17-1
17-3 Functions .....	17-1
<b>CHAPTER 18. OFFICE OF GOVERNMENT AND INDUSTRY AFFAIRS .....</b>	<b>18-1</b>
18-1 Mission .....	18-1
18-2 Structure .....	18-1
18-3 Functions .....	18-1
18-4 Reserved .....	18-1
18-5 Special Relations .....	18-1
<b>CHAPTER 19. OFFICE OF PUBLIC AFFAIRS .....</b>	<b>19-1</b>
Figure 19-1. Functional Organization Chart.....	19-2
19-1 Mission .....	19-3
19-2 Functional Organization .....	19-3
19-3 Functions .....	19-3
19-4 Authority .....	19-3
19-5 Reserved .....	19-3
19-6 Office of the Assistant Administrator .....	19-3
19-7 Reserved .....	19-4
19-8 Reserved .....	19-4
19-9 Reserved .....	19-4
19-10 Civil Aviation Information Distribution Division.....	19-4
19-11 Community and Consumer Liaison Division.....	19-4
19-12 Public and Employee Communications Division .....	19-5

**CHAPTER 20. RESERVED****CHAPTER 21. RESERVED****CHAPTER 22. RESERVED****CHAPTER 23. RESERVED****CHAPTER 24. EXECUTIVE DIRECTOR FOR POLICY, PLANS, AND RESOURCE****MANAGEMENT.....24-1**

24-1 Mission .....24-1

24-2 Organizational Structure .....24-1

24-3 Functions .....24-1

24-4 Authority .....24-1

**CHAPTER 25. ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION .....25-1**

25-1 Mission ..... 25-1

25-2 Organizational Structure ..... 25-1

25-3 Functions ..... 25-1

25-4 Authority ..... 25-1

25-5 Special Delegations ..... 25-2

25-6 Resewed ..... 25-2

25-7 Deputy Associate Administrator for Appraisal ..... 25-2

25-8 Special Delegation ..... 25-3

25-9 Special Relations ..... 25-3

**CHAPTER 26. OFFICE OF ACCOUNTING.....\* ..... 26-1**

Figure 26-1. Functional Organization Chart..... 26-2

26-1 Mission ..... 26-3

26-2 Functional Organization ..... 26-3

26-3 Functions ..... 26-3

26-4 Special Delegations ..... 26-3

26-5 Special Relations ..... 26-4

26-6 Office of the Director ..... 26-4

26-7 Reserved ..... 26-4

26-8 Financial Programs Staff..... 26-4

26-9 Reserved ..... 26-5

26-10 Payroll and Administrative Systems Division ..... 26-5

26-11 Accounting Operations Division..... 26-5

26-12 Travel and Relocation Systems Division ..... 26-6

26-13 Accounting Systems Division..... 26-6

26-14 Financial Information Division ..... 26-6

**CHAPTER 20. RESERVED****CHAPTER 21. RESERVED****CHAPTER 22. RESERVED****CHAPTER 23. RESERVED****CHAPTER 24. EXECUTIVE DIRECTOR FOR POLICY, PLANS, AND RESOURCE****MANAGEMENT.....24-1**

24-1 Mission .....24-1

24-2 Organizational Structure .....24-1

24-3 Functions .....24-1

24-4 Authority .....24-1

**CHAPTER 25. ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION .....25-1**

25-1 Mission ..... 25-1

25-2 Organizational Structure ..... 25-1

25-3 Functions ..... 25-1

25-4 Authority ..... 25-1

25-5 Special Delegations ..... 25-2

25-6 Resewed ..... 25-2

25-7 Deputy Associate Administrator for Appraisal ..... 25-2

25-8 Special Delegation ..... 25-3

25-9 Special Relations ..... 25-3

**CHAPTER 26. OFFICE OF ACCOUNTING.....\* ..... 26-1**

Figure 26-1. Functional Organization Chart..... 26-2

26-1 Mission ..... 26-3

26-2 Functional Organization ..... 26-3

26-3 Functions ..... 26-3

26-4 Special Delegations ..... 26-3

26-5 Special Relations ..... 26-4

26-6 Office of the Director ..... 26-4

26-7 Reserved ..... 26-4

26-8 Financial Programs Staff..... 26-4

26-9 Reserved ..... 26-5

26-10 Payroll and Administrative Systems Division ..... 26-5

26-11 Accounting Operations Division..... 26-5

26-12 Travel and Relocation Systems Division ..... 26-6

26-13 Accounting Systems Division..... 26-6

26-14 Financial Information Division ..... 26-6

<b>CHAPTER 29. OFFICE OF MANAGEMENT SYSTEMS</b>	29-1
Figure 29-1. Functional Organization Chart	29-2
29-1 Mission	29-2
29-2 Functional Organization	29-2
29-3 Functions	29-2
29-4 Reserved	29-2
29-5 Special Relations	29-2
29-6 Office of the Director	29-3
29-7 Administrative and Evaluation Staff	29-4
29-8 Reserved	29-4
29-9 Reserved	29-4
29-10 Reserved	29-4
29-11 Information Systems Support Division	29-4
29-12 Information Resources Management Division	29-5
29-13 Management Standards and Statistics Division	29-6
29-14 Management Analysis Division	29-6
<b>CHAPTER 30. RESERVED</b>	
<b>CHAPTER 31. RESERVED</b>	
<b>CHAPTER 32. ASSOCIATE ADMINISTRATOR FOR HUMAN RESOURCE MANAGEMENT</b>	32-1
32-1 Mission	32-1
32-2 Organizational Structure	32-1
32-3 Functions	32-1
32-4 Authority	32-1
32-5 Reserved	32-1
32-6 Executive Staff	32-1
32-7 Senior Executive Resource Staff	32-2
32-8 Reserved	32-2
32-9 Reserved	32-2
32-10 Human Resource Management Division	32-2

<b>CHAPTER 33. OFFICE OF HUMAN RESOURCE DEVELOPMENT .....</b>	<b>33-1</b>
Figure 33-1. Functional Organization Chart.....	33-2
33-1 Mission .....	33-3
33-2 Functional Organization .....	33-3
33-3 Functions .....	33-3
33-4 Special Delegations.....	33-3
33-5 Reserved .....	33-3
33-6 Office of the Director .....	33-3
33-7 Reserved .....	33-4
33-8 Reserved .....	33-4
33-9 Reserved .....	33-4
33-10 Organizational Planning and Development Division .....	33-4
33-11 Career Systems Division .....	33-4
<b>CHAPTER 34. OFFICE OF LABOR AND EMPLOYEE RELATIONS.....</b>	<b>34-1</b>
Figure 34-1. Functional Organization Chart.....	34-2
34-1 Mission .....	34-3
34-2 Functional Organization .....	34-3
34-3 Functions .....	34-3
34-4 Special Delegations.....	34-3
34-5 Reserved .....	34-3
34-6 Office of the Director .....	34-3
34-7 Reserved .....	34-3
34-8 Reserved .....	34-3
34-9 Reserved .....	34-3
34-10 Union/Management Relations Division.....	34-3
34-11 Employee Relations Division .....	34-4
<b>CHAPTER 35. OFFICE OF PERSONNEL .....</b>	<b>35-1</b>
Figure 35-1. Functional Organization Chart.....	35-2
35-1 Mission .....	35-3
35-2 Functional Organization .....	35-3
35-3 Functions .....	35-3
35-4 Special Delegations.....	35-3
35-5 Reserved .....	35-3
35-6 Office of the Director .....	35-3
35-7 Reserved .....	35-4
35-8 Reserved .....	35-4
35-9 Reserved .....	35-4
35-10 Human Resource Management Automation Division.....	35-4
35-11 Staffing Policy Division .....	35-4
35-12 Position and Pay Policy Division .....	35-5

<b>CHAPTER 36. OFFICE OF TRAINING AND HIGHER EDUCATION .....</b>	<b>36-1</b>
Figure 36-1. Functional Organization Chart .....	36-2
36-1 Mission .....	36-3
36-2 Functional Organization .....	36-3
36-3 Functions .....	36-3
36-4 Reserved .....	36-3
36-5 Reserved .....	36-3
36-6 Office of the Director .....	36-3
36-7 Reserved .....	36-3
36-8 Reserved .....	36-3
36-9 Reserved .....	36-3
36-10 Program Support Division .....	36-3
36-11 Policy and Plans Division .....	36-4
36-12 Requirements and Liaison Division .....	36-4

**CHAPTER 37. RESERVED**

**CHAPTER 38. RESERVED**

**CHAPTER 39. RESERVED**

**CHAPTER 40. ASSOCIATE ADMINISTRATOR FOR POLICY, PLANNING, AND  
INTERNATIONAL AVIATION**

40-1 Mission .....	40-1
40-2 Organizational Structure .....	40-1
40-3 Functions .....	40-1
40-4 Authority .....	40-1
40-5 Reserved .....	40-1
40-6 Special Relations .....	40-1
40-7 Program Management Staff .....	40-2

**CHAPTER 41. OFFICE OF AVIATION POLICY AND PLANS**

Figure 41-1. Functional Organization Chart .....	41-2
41-1 Mission .....	41-3
41-2 Functional Organization .....	41-3
41-3 Functions .....	41-3
41-4 Special Delegations .....	41-4
41-5 Special Relations .....	41-4
41-6 Office of the Director .....	41-5
41-7 Reserved .....	41-5
41-8 Reserved .....	41-5
41-9 Resewed .....	41-5
41-10 Planning Analysis Division .....	41-5
41-11 Systems and Policy Analysis Division .....	41-6

**CHAPTER 42. OFFICE OF ENVIRONMENT**

	Figure 42–1. Functional Organization Chart .....	42–2
42–1	Mission .....	42–3
42–2	Functional Organization .....	42–3
42–3	Functions .....	42–3
42–4	Reserved .....	42–3
42–5	Special Relations.....	42–3
42–6	Office of the Director .....	42–4
42–7	Reserved .....	42–4
42–8	Reserved .....	42–4
42–9	Reserved .....	42–4
42–10	Technology Division.....	42–4
42–11	Reserved .....	42–5
42–12	Environmental Policy and Regulatory Division.....	42–6

**CHAPTER 43. OFFICE OF INTERNATIONAL AVIATION**

	Figure 43–1. Functional Organization Chart .....	43–2
43–1	Mission .....	43–3
43–2	Functional Organization .....	43–3
43–3	Functions .....	43–3
43–4	Special Delegations.....	43–3
43–5	Special Relations.....	43–4
43–6	Office of the Director .....	43–4
43–7	Reserved .....	43–4
43–8	Reserved .....	43–4
43–9	Reserved .....	43–4
43–10	International Planning and Analysis Division.....	43–4
43–11	International Assistance Division.....	43–5

**CHAPTER 44. EUROPE, AFRICA, AND MIDDLE EAST OFFICE**

44–1	Mission .....	44–1
44–2	Functional Organization .....	44–1
44–3	Functions .....	44–1

**CHAPTER 45. AERONAUTICAL CENTER**

45–1	General Description .....	45–1
45–2	Mission .....	45–1
45–3	Functional Organization .....	45–1
45–4	Functions .....	45–1

**CHAPTER 46. REGIONAL ADMINISTRATOR**

46–1	Regional Administrator.....	46–1
46–2	Mission and Functions.....	46–1

**CHAPTER 47. RESERVED****CHAPTER 48. RESERVED****CHAPTER 49. RESERVED****CHAPTER 50. EXECUTIVE DIRECTOR FOR REGULATORY STANDARDS AND COMPLIANCE**

50-1	Mission .....	50-1
50-2	Organizational Structure .....	50-1
50-3	Functions .....	50-1
50-4	Authority .....	50-1
50-5	Special Delegations .....	50-1
50-6	Special Relations .....	50-1

**CHAPTER 51. ASSOCIATE ADMINISTRATOR FOR AVIATION STANDARDS**

51-1	Mission .....	51-1
51-2	Organizational Structure .....	51-1
51-3	Functions .....	51-1
51-4	Authority .....	51-1
51-5	Reserved .....	51-1
51-6	Special Relations .....	51-1

**CHAPTER 52. OFFICE OF ACCIDENT INVESTIGATION**

	Figure 52-1. Functional Organization Chart .....	52-2
52-1	Mission .....	52-3
52-2	Functional Organization .....	52-3
52-3	Functions .....	52-3
52-4	Special Delegations .....	52-3
52-5	Special Relations .....	52-3
52-6	Office of the Director .....	52-3
52-7	Reserved .....	52-3
52-8	Reserved .....	52-3
52-9	Reserved .....	52-3
52-10	Reserved .....	52-3
52-11	Accident Investigation Division .....	52-4
52-12	Recommendation and Quality Assurance Division .....	52-4

**CHAPTER 53. OFFICE OF AVIATION MEDICINE**

	Figure 53–1. Functional Organization Chart .....	53–2
53–1	Mission .....	53–3
53–2	Functional Organization .....	53–3
53–3	Functions .....	53–3
53–4	Special Delegations .....	53–3
53–5	Special Relations .....	53–4
53–6	The Federal Air Surgeon .....	53–4
53–7	Deputy Federal Air Surgeon .....	53–4
53–8	Director, Civil Aeromedical Institute .....	53–4
53–9	Reserved .....	53–4
53–10	Plans, Evaluation, and Management Support Division .....	53–5
53–11	Medical Specialties Division .....	53–5
53–12	Aeromedical Certification Division .....	53–5
53–13	Aeromedical Education Division .....	53–6
53–14	Human Resources Research Division .....	53–6
53–15	Aeromedical Research Division .....	53–7
53–16	Occupational Health Division .....	53–7

**CHAPTER 54. OFFICE OF CIVIL AVIATION SECURITY**

	Figure 54–1. Functional Organization Chart .....	54–2
54–1	Mission .....	54–3
54–2	Functional Organization .....	54–3
54–3	Functions .....	54–3
54–4	Special Delegations .....	54–4
54–5	Special Relations .....	54–4
54–6	Office of the Director .....	54–5
54–7	Reserved .....	54–5
54–8	Reserved .....	54–5
54–9	Reserved .....	54–5
54–10	Civil Aviation Security Division .....	54–5
54–11	Special Programs Division .....	54–6
54–12	Investigations and Security Division .....	54–7
54–13	Intelligence Division .....	54–8

**CHAPTER 55. RESERVED****CHAPTER 56. RESERVED****CHAPTER 57. RESERVED**

## CHAPTER 58. ASSOCIATE ADMINISTRATOR FOR REGULATION AND CERTIFICATION

58-1	Mission .....	58-1
58-2	Organizational Structure .....	58-1
58-3	Functions .....	58-1
58-4	Authority .....	58-1
58-5	Reserved .....	58-1
58-6	Special Relations .....	58-1

## CHAPTER 59. AIRCRAFT CERTIFICATION SERVICE

	Figure 59-1. Functional Organization Chart .....	59-2
59-1	Mission .....	59-3
59-2	Functional Organization .....	59-3
59-3	Functions .....	59-3
59-4	Special Delegations .....	59-4
59-5	Special Relations .....	59-4
59-6	Office of the Director .....	59-6
59-7	Reserved .....	59-7
59-8	Reserved .....	59-7
59-9	Reserved .....	59-7
59-10	Aircraft Engineering Division .....	59-7
59-11	Aircraft Manufacturing Division .....	59-8
59-12	System Surveillance and Analysis Division .....	59-8
59-13	Reserved .....	59-8
59-14	Planning and Program Management Division .....	59-8
59-15	Aircraft Certification Division .....	59-8
59-16	Aircraft Certification Directorates .....	59-8

**CHAPTER 60. FLIGHT STANDARDS SERVICE**

	Figure 60–1. Functional Organizational Chart .....	60–2
60–1	Mission .....	60–3
60–2	Functional Organization .....	60–3
60–3	Functions .....	60–3
60–4	Special Delegations .....	60–4
60–5	Special Relations .....	60–4
60–6	Office of the Director .....	60–5
60–7	Executive Staff .....	60–5
60–8	General Aviation Staff .....	60–5
60–9	Reserved .....	60–6
60–10	Reserved .....	60–6
60–11	Air Transportation Division .....	60–6
60–12	Aircraft Maintenance Division .....	60–6
60–13	Technical Programs Division .....	60–7
60–14	Field Programs Division .....	60–8
60–15	Reserved .....	60–8
60–16	Reserved .....	60–8
60–17	General Aviation and Commercial Division .....	60–8

**CHAPTER 61. OFFICE OF RULEMAKING**

61–1	Mission .....	61–1
61–2	Functional Organization .....	61–1
61–3	Functions .....	61–1

**CHAPTER 62. RESERVED****CHAPTER 63. RESERVED****CHAPTER 64. RESERVED****CHAPTER 65. OFFICE OF PROGRAM AND RESOURCE MANAGEMENT**

	Figure 65–1. Functional Organization Chart .....	65–2
65–1	Mission .....	65–3
65–2	Functional Organization .....	65–3
65–3	Functions .....	65–3
65–4	Reserved .....	65–3
65–5	Special Relations .....	65–3
65–6	Office of the Director .....	65–3
65–7	Reserved .....	65–4
65–8	Reserved .....	65–4
65–9	Reserved .....	65–4
65–10	Program Management Division .....	65–4
65–11	Reserved .....	65–4
65–12	Aviation Standards Data Division .....	65–4

**CHAPTER 66. RESERVED****CHAPTER 67. RESERVED****CHAPTER 68. EXECUTIVE DIRECTOR FOR SYSTEM DEVELOPMENT**

68-1	Mission .....	...68-1
68-2	Organizational Structure .....	68-1
68-3	Functions .....	68-1
68-4	Authority .....	68-1

**CHAPTER 69. RESERVED****CHAPTER 70. ASSOCIATE ADMINISTRATOR FOR ADVANCED DESIGN AND  
MANAGEMENT CONTROL**

70-1	Mission .....	70-1
70-2	Organizational Structure .....	70-1
70-3	Functions .....	70-1
70-4	Authority .....	70-1
70-5	Reserved .....	70-1
70-6	Resource Management Staff .....	70-1
70-7	International Technical Staff .....	70-3
70-8	Civil Tiltrotor Program Staff .....	70-3

**CHAPTER 71. ADVANCED SYSTEM DESIGN SERVICE**

	Figure 7 1-1. Functional Organization Chart .....	71-2
71-1	Mission .....	71-3
71-2	Functional Organization .....	71-3
71-3	Functions .....	71-3
71-4	Reserved .....	71-3
71-5	Special Relations .....	71-3
71-6	Office of the Director .....	71-4
71-7	Reserved .....	71-4
71-8	Reserved .....	71-4
71-9	Reserved .....	71-4
71-10	Requirements and Concepts Development Division .....	71-4
71-11	System Technology Division .....	71-5

**CHAPTER 72. RESERVED**

**CHAPTER 66. RESERVED****CHAPTER 67. RESERVED****CHAPTER 68. EXECUTIVE DIRECTOR FOR SYSTEM DEVELOPMENT**

68-1	Mission .....	...68-1
68-2	Organizational Structure .....	68-1
68-3	Functions .....	68-1
68-4	Authority .....	68-1

**CHAPTER 69. RESERVED****CHAPTER 70. ASSOCIATE ADMINISTRATOR FOR ADVANCED DESIGN AND  
MANAGEMENT CONTROL**

70-1	Mission .....	70-1
70-2	Organizational Structure .....	70-1
70-3	Functions .....	70-1
70-4	Authority .....	70-1
70-5	Reserved .....	70-1
70-6	Resource Management Staff .....	70-1
70-7	International Technical Staff .....	70-3
70-8	Civil Tiltrotor Program Staff .....	70-3

**CHAPTER 71. ADVANCED SYSTEM DESIGN SERVICE**

	Figure 7 1-1. Functional Organization Chart .....	71-2
71-1	Mission .....	71-3
71-2	Functional Organization .....	71-3
71-3	Functions .....	71-3
71-4	Reserved .....	71-3
71-5	Special Relations .....	71-3
71-6	Office of the Director .....	71-4
71-7	Reserved .....	71-4
71-8	Reserved .....	71-4
71-9	Reserved .....	71-4
71-10	Requirements and Concepts Development Division .....	71-4
71-11	System Technology Division .....	71-5

**CHAPTER 72. RESERVED**

**CHAPTER 80. OFFICE OF AIRPORT PLANNING AND PROGRAMMING**

	Figure 80-1. Functional Organization Chart .....	80-2
80-1	Mission .....	80-3
80-2	Functional Organization .....	80-3
80-3	Functions .....	80-3
80-4	Special Delegations .....	80-3
80-5	Special Relations .....	80-3
80-6	Office of the Director .....	80-3
80-7	Reserved .....	80-4
80-8	Reserved .....	80-4
80-9	Reserved .....	80-4
80-10	Reserved .....	80-4
80-11	Reserved .....	80-4
80-12	Reserved .....	80-4
80-13	National Planning Division .....	80-4
80-14	Airports Grants Division .....	80-4
80-15	Community and Environmental Needs Division .....	80-5

**CHAPTER 81. OFFICE OF AIRPORT SAFETY AND STANDARDS**

	Figure 81-1. Functional Organization Chart .....	81-2
81-1	Mission .....	81-3
81-2	Functional Organization .....	81-3
81-3	Functions .....	81-3
81-4	Special Delegations .....	81-3
81-5	Special Relations .....	81-3
81-6	Office of the Director .....	81-3
81-7	Reserved .....	81-4
81-8	Reserved .....	81-4
81-9	Reserved .....	81-4
81-10	Design and Operations Criteria Division .....	81-4
81-11	Engineering and Specifications Division .....	81-4
81-12	Airport Safety and Operations Division .....	81-4

**CHAPTER 82. AIRPORT SYSTEM CAPACITY PLANNING OFFICE**

82-1	Mission .....	82-1
82-2	Functional Organization .....	82-1
82-3	Functions .....	82-1

**CHAPTER 83. RESERVED****CHAPTER 84. RESERVED****CHAPTER 85. ASSOCIATE ADMINISTRATOR FOR NAS DEVELOPMENT**

85-1	Mission .....	85-1
85-2	Organizational Structure .....	85-1
85-3	Functions .....	85-1
85-4	Authority .....	85-1
85-5	Special Delegations .....	85-1
85-6	Special Relations .....	85-1
85-7	Program Management Staff .....	85-1
85-8	Management Staff .....	85-2
85-9	Microwave Landing System Program Staff .....	85-3

**CHAPTER 86. ADVANCED SYSTEM ACQUISITION SERVICE**

	Figure 86-1. Functional Organization Chart .....	86-2
86-1	Mission .....	86-3
86-2	Functional Organization .....	86-3
86-3	Functions .....	86-3
86-4	Reserved .....	86-3
86-5	Special Relations .....	86-3
86-6	Office of the Director .....	86-5
86-7	Program Management Staff .....	86-5
86-8	Reserved .....	86-6
86-9	Reserved .....	86-6
86-10	Ground to Air Systems Division .....	86-6
86-11	Advanced Traffic and Weather Systems Division .....	86-7

**CHAPTER 87. AUTOMATION SERVICE**

	Figure 87–1. Functional Organization Chart .....	87–2
87–1	Mission .....	87–3
87–2	Functional Organization .....	87–3
87–3	Functions .....	87–3
87–4	Reserved .....	87–3
87–5	Special Relations .....	87–3
87–6	Office of the Director .....	87–4
87–7	Program Management Staff.....	87–5
87–8	Reserved .....	87–5
87–9	Reserved .....	87–5
87–10	Reserved .....	87–5
87–11	Automation Engineering Division .....	87–5
87–12	Advanced Automation System Division.....	87–6
87–13	Air Traffic Control Automation Division.....	87–7
87–14	Voice Switching and Control System Division .....	87–8

**CHAPTER 88. NAS TRANSITION SERVICE**

	Figure 88–1. Functional Organization Chart .....	88–2
88–1	Mission .....	88–3
88–2	Functional Organization .....	88–3
88–3	Functions .....	88–3
88–4	Reserved .....	88–3
88–5	Office of the Director .....	88–3
88–6	Program Management Staff.....	88–4
88–7	Reserved .....	88–5
88–8	Reserved .....	88–5
88–9	Reserved .....	88–5
88–10	Transition Assessment Division .....	88–5
88–11	Reserved .....	88–6
88–12	Special Programs Integration Division .....	88–6

**CHAPTER 89. SYSTEM ENGINEERING PROGRAM MANAGEMENT OFFICE**

	Figure 89–1. Functional Organization Chart .....	89–2
89–1	Mission .....	89–3
89–2	Functional Organization .....	89–3
89–3	Functions .....	89–3
89–4	Reserved .....	89–4
89–5	Office of the Director .....	89–4
89–6	Reserved .....	89–4
89–7	Reserved .....	89–4
89–8	Reserved .....	89–4
89–9	Reserved .....	89–4
89–10	National Airspace System Planning and Program Management Division.....	89–4
89–11	System Engineering and Configuration Management Division.....	89–6

**CHAPTER 90. EXECUTIVE DIRECTOR FOR SYSTEM OPERATIONS**

90-1	Mission .....	90-1
90-2	Organizational Structure .....	90-1
90-3	Functions .....	90-1
90-4	Authority .....	90-1
90-5	Special Delegation .....	90-1

**CHAPTER 91. ASSOCIATE ADMINISTRATOR FOR AIR TRAFFIC**

91-1	Mission .....	91-1
91-2	Organizational Structure .....	91-1
91-3	Functions .....	91-1
91-4	Authority .....	91-1
91-5	Special Delegations .....	91-1
91-6	Special Relations .....	91-2
91-7	Reserved .....	91-2
91-8	Reserved .....	91-2
91-9	Reserved .....	91-2
91-10	Executive Staff .....	91-2

**CHAPTER 92. AIR TRAFFIC OPERATIONS SERVICE**

	Figure 92-1. Functional Organization Chart .....	92-2
92-1	Mission .....	92-3
92-2	Functional Operations .....	92-3
92-3	Functions .....	92-3
92-4	Special Delegations .....	92-3
92-5	Special Relations .....	92-4
92-6	Office of the Director .....	92-4
92-7	Reserved .....	92-4
92-8	National Airspace Capacity Staff .....	92-4
92-9	Reserved .....	92-5
92-10	Operations Division .....	92-5
92-11	Airspace-Rules and Aeronautical Information Division .....	92-6
92-12	Procedures Division .....	92-7
92-13	Military Operations Division .....	92-8

**CHAPTER 93. AIR TRAFFIC PLANS AND REQUIREMENTS SERVICE**

	Figure 93–1. Functional Organization Chart .....	93–2
93–1	Mission .....	93–3
93–2	Functional Organization .....	93–3
93–3	Functions .....	93–3
93–4	Special Delegation .....	93–3
93–5	Special Relations .....	93–3
93–6	Office of the Director .....	93–4
93–7	Reserved .....	93–4
93–8	Reserved .....	93–4
93–9	Reserved .....	93–4
93–10	Systems Plans and Programs Division .....	93–4
93–11	Automation Software Division .....	93–4

**CHAPTER 94. OFFICE OF AIR TRAFFIC EVALUATIONS AND' ANALYSIS**

	Figure 94–1. Functional Organization Chart .....	94–2
94–1	Mission .....	94–3
94–2	Functional Organization .....	94–3
94–3	Functions .....	94–3
94–4	Reserved .....	94–3
94–5	Office of the Director .....	94–3
94–6	Reserved .....	94–4
94–7	Reserved .....	94–4
94–8	Reserved .....	94–4
94–9	Reserved .....	94–4
94–10	Investigations and Evaluations Division .....	94–4
94–11	Air Traffic System Resource Analysis Division .....	94–4

**CHAPTER 95. RESERVED****CHAPTER 96. RESERVED****CHAPTER 97. RESERVED****CHAPTER 98. ASSOCIATE ADMINISTRATOR FOR AIRWAY FACILITIES**

98–1	Mission .....	98–1
98–2	Organizational Structure .....	98–1
98–3	Functions .....	98–1
98–4	Authority .....	98–1
98–5	Resewed .....	98–1
98–6	Special Relations .....	98–1
98–7	Resource Management Staff .....	98–1
98–8	System Engineering Staff .....	98–2

**CHAPTER 99. PROGRAM ENGINEERING SERVICE**

	Figure 99–1. Functional Organization Chart .....	99–2
99–1	Mission .....	99–3
99–2	Functional Organization .....	99–3
99–3	Functions .....	99–3
99–4	Reserved .....	99–4
99–5	Special Relations .....	99–4
99–6	Office of the Director .....	99–5
99–7	Human Resource Management Staff .....	99–5
99–8	Program Management Staff .....	99–6
99–9	Reserved .....	99–7
99–10	Facilities Integration Division .....	99–7
99–11	Reserved .....	99–8
99–12	Surveillance and Flight Services Division .....	99–8
99–13	Navigation/Landing and Facility Monitoring Division .....	99–9
99–14	Communications and Weather Sensor Division .....	99–10

**CHAPTER 100. SYSTEMS MAINTENANCE SERVICE**

	Figure 100–1. Functional Organization Chart .....	100–2
100–1	Mission .....	100–3
100–2	Functional Organization .....	100–3
100–3	Functions .....	100–3
100–4	Reserved .....	100–4
100–5	Special Relations .....	100–4
100–6	Office of the Director .....	100–4
100–7	Program Management Staff .....	100–4
100–8	Field Evaluation Staff .....	100–5
100–9	Reserved .....	100–6
100–10	Maintenance Engineering Division .....	100–6
100–11	Maintenance Operations Division .....	100–7
100–12	Telecommunications Management and Operations Division .....	100–9
100–13	Reserved .....	100–10
100–14	Spectrum Engineering Division .....	100–10

**CHAPTER 101. RESERVED****CHAPTER 102. OFFICE OF OPERATIONS PLANNING AND POLICY**

102-1	Mission .....	102-1
102-2	Functional Organization .....	102-1
102-3	Functions .....	102-1

**CHAPTER 103. OFFICE OF OPERATIONS RESOURCE MANAGEMENT**

103-1	Mission .....	103-1
103-2	Functional Organization .....	103-1
103-3	Functions .....	103-1

**CHAPTER 104. RESERVED****APPENDIX 1. ILLUSTRATIVE CHAPTER OUTLINE FOR AN OFFICE OR SERVICE**

Figure 1. Sample Office of Service Format .....	A-3
Figure 2. Sample Division Format.....	A-5

## **CHAPTER 29. OFFICE OF MANAGEMENT SYSTEMS**

# OFFICE OF MANAGEMENT SYSTEMS

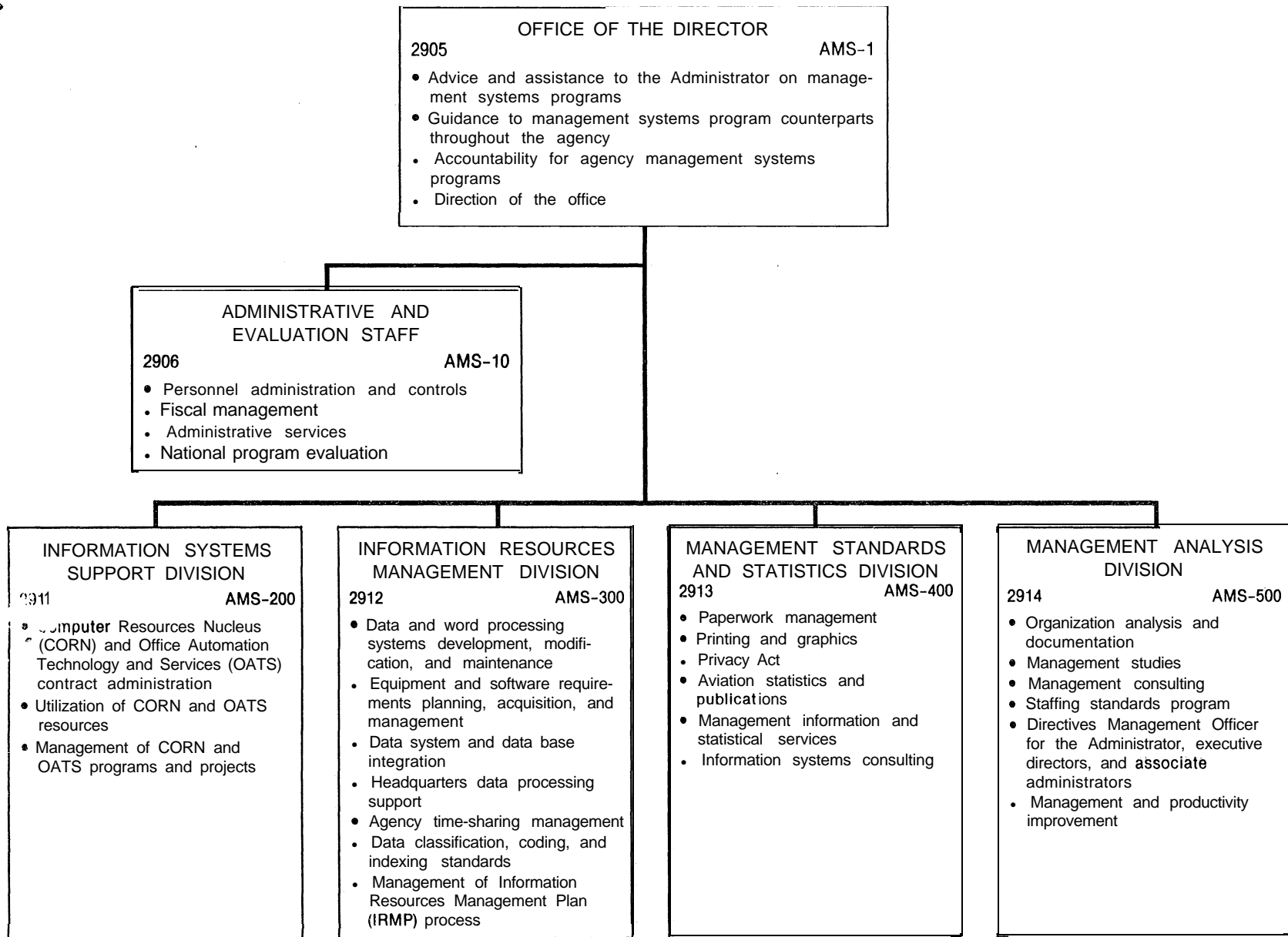


FIGURE 29-1. FUNCTIONAL ORGANIZATIONAL CHART

## CHAPTER 29. OFFICE OF MANAGEMENT SYSTEMS

**29-1. MISSION.** The Office of Management Systems develops and administers the implementation and operation of FAA organizational plans, management systems and controls, information resource management, management and productivity improvement, and administrative management, standards, and procedures; evaluates their adequacy and promotes their improvement in terms of the effectiveness and economy of FAA program performance; and provides data processing, graphics, and publishing services to the Washington headquarters.

**29-2. FUNCTIONAL ORGANIZATION.** The functional organization of the Office of Management Systems is shown in figure 29-1.

**29-3. FUNCTIONS.**

a. Is the principal staff element of FAA with respect to:

- (1) Organization and procedures.
- (2) Management systems.
- (3) Staffing standards.
- (4) Directives, delegation of authority, and documentation of management determinations.
- (5) Statistical services.
- (6) FAA management information.
- (7) Data processing, other than air traffic operational data processing.
- (8) Reporting systems management.
- (9) Developing and fostering improved management practices.
- (10) Paperwork management.
- (11) Publications, graphics, and printing.
- (12) Library services.
- (13) Information resources management.
- (14) Paperwork Reduction Act (PRA).
- (15) Management and productivity improvement.

b. Coordinates and ensures the adequacy of plans for the reconstitution of the FAA peacetime organization and plans for the continuity of administrative support services during periods of national emergency.

c. Carries out service level management functions with respect to the above.

d. Provides data processing, graphics, and publishing services to the Washington headquarters.

**29-4. RESERVED.**

**29-5. SPECIAL RELATIONS .**

a. *ADP Support.*

(1) *Research and Development Projects.* With respect to data processing in support of research and development projects, the development services are responsible for:

(a) Considering the cost and availability of ADP support facilities with other appropriate factors in the identification of research requirements and the review, approval, and funding of specific research projects.

(b) Providing guidelines on approved projects requiring ADP support so that adequate provisions can be made for ADP resources through established planning and budget processes.

(c) Establishing the operational specifications for computer program development and processing.

(2) *General Purpose ADP Equipment.* Other aspects of ADP management related to acquisition and disposition of general purpose ADP equipment, program planning, and evaluation shall be carried out within the standards and procedures established by the Office of Management Systems.

**29-6. OFFICE OF THE DIRECTOR.** Under the executive direction of the Associate Administrator for Administration, the office of the director:

a. Advises and assists the Administrator in providing support in the justification budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination and is accountable to the Administrator for the adequacy of FAA management policies, standards, systems, procedures, regulations, orders, and program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of office activities.

29-7. **ADMINISTRATIVE AND EVALUATION STAFF.** The Administrative and Evaluation Staff is responsible for the administrative management of the Office of Management Systems and for program evaluation and performance analysis. The staff:

a. Develops, administers, and provides staff support services pertaining to:

- (1) Budget and financial management.
- (2) Organization and staffing.
- (3) Personnel administration, utilization, and training.
- (4) Space management and other central services.

b. Provides a focal point for consultation and coordination between the Office of Management Systems and other FAA headquarters staff offices on matters of administration.

c. Advises and assists the director and other executive personnel of the office and regional counterparts on administrative management problems and actions within the purview of the office.

d. Prepares the headquarters AMS budget and fiscal programs. Coordinates guidance to regions in accomplishing AMS program goals and evaluates regional budget submissions.

e. Justifies and defends FAA wide management systems, data systems, and a portion of the installation and material program activity through progressive levels of review by FAA, OST, OMB, and Congress.

f. Develops policies, systems, and overall plans for the evaluation and assessments of FAA activities within the purview of the Office of Management Systems.

g. Develops standards, procedures, techniques, and criteria for evaluations and the cyclical rejustification of management and data systems.

h. Tracks and evaluates progress toward meeting approved plans.

i. Conducts, within the functional responsibilities of the Office of Management Systems, comprehensive reviews and evaluations, emphasizing particularly:

- (1) The overall program performance.
- (2) The adequacy of policies, standards, procedures, and programs.
- (3) The efficiency of overall performance in terms of benefits and FAA costs.

j. Reports on reviews, assessments, and evaluations.

k. Administers a followup system to ensure that corrective action is taken on deficiencies disclosed by reviews and evaluations.

l. Collaborates as requested with other FAA organizations in conducting reviews and evaluations.

**29-8. to 29-10. RESERVED.**

**29-11. INFORMATION. SYSTEMS SUPPORT DIVISION.** This division is responsible for technical administration, management, and oversight of the agency's Computer Resources Nucleus (CORN) and Office Automation Technology and Services (OATS) programs and provides agencywide central-ADP and office technology resources for FAA, and possible other operating administrations in the Department of Transportation. The division:

a. Plans and budgets for contract administration, including establishment of a financial account to fund the CORN contractor billings.

b. Works with the contractors to provide the optimum resources support to the user communities.

c. Provides liaison and coordination with the user communities to ensure their full understanding of the capacities and capabilities of the resources.

d. Develops and recommends policies, plans, procedures, and guidance for agencywide utilization of the resources.

e. Advises the Director of Management Systems, Associate Administrator for Administration, Executive Director for Policy, Plans, and Resources Management, Deputy Administrator, Administrator, and other principal agency and departmental officials on the status of the programs.

f. Provides oversight of agencywide use of the CORN and OATS resources, and monitors program accomplishments and effectiveness.

g. Provides assistance in the technical administration and management of the procurement of a prime contractor to provide central host computer resources and the operational and technical support services under the CORN program.

h. Oversees the program activities associated with the technical administration and management of the procurement of the OATS contractor to provide office automation equipment software and related technical support services to FAA and other organizational elements of the Department of Transportation.

i. Develops, coordinates as appropriate, publishes, and maintains program procedures to meet the requirements of the IRMP. This includes:

(1) Developing and implementing procedures for users to report resource needs and **workload** requirements.

(2) Reviewing application system workload processing documents, such as requirements analyses, feasibility studies, etc., to determine their impact on available resources.

(3) Reviewing and evaluating regional, center, and other organizational budget plans and submissions in terms of their effect on installed contractor-provided resources.

(4) Compiling the information required in paragraphs 29- 1 1h(1) through 29-1 1h(3) and presenting it to agency management with recommendations for action to modify CORN and/or OATS contracts.

(5) Providing statistical resource utilization data to support the Information Resources Management Division (AMS-300) in preparation of the OMB Circular A-11 report.

j. Monitors and evaluates projects for exercising CORN optional service quantities, including review of plans, requirements analyses, feasibility studies, conversion studies, and cost benefit analyses. Recommends approval for, or within delegated authority, approves acquisition of optional service quantities.

k. Provides input data to the AMS-300-managed data processing hardware and software component inventory.

l. Provides agencywide technical support and guidance in the evaluation, selection, and operation of **central-ADP** or office technology resources, including the establishment of training needs, technical documentation, and procedures.

m. Records the utilization of contractor-provided resources and provides usage data to AMS-300.

n. Serves as the focal point on all matters involving technical administration and management of agency CORN/OATS contractor-provided resources liaison between FAA and external agencies, such as the Office of Management and Budget, Department of Commerce (National Institute of Standards and Technology), General Services Administration, and other cognizant Federal agencies.

**29-12. INFORMATION RESOURCES MANAGEMENT DIVISION.** The division:

a. Is responsible for management and oversight of **matters** related to the agency Information Resources Manage-

ment Program. This program includes planning, design, development, installation, and management of agency automated management information systems, office automation systems, automatic data/word processing (ADP), and **all** associated hardware, software, and standards. As the program office for the Information Resources Management Program, the division:

(1) Develops and recommends agency policies, plans, programs, standards, systems, and procedures.

(2) Advises the director, Administrator, and other principal officials.

(3) Guides and assists **all** agency elements in accomplishing approved programs.

(4) Evaluates the technical adequacy of regional, center, and national program performance in support of the national evaluation program.

(5) Provides overview and guidance on management of agencywide ADP information systems programs and their supporting operations, and monitors program accomplishments and effectiveness.

b. Manages the ADP systems design and programming and provides operational and user support services to the Washington headquarters organizations.

c. Develops and publishes agency policies and procedures required to comply with the Information Resources Management Program and the ADP portion of the Paperwork Reduction Act; and monitors agencywide performance and recommends corrective and/or improvement action.

d. Develops and publishes agency policies and procedures required to support the Information Resources Management Plan (IRMP). Compiles functional organization project plan submissions, coordinates with applicable offices, presents to management for review and approval, and publishes the updated IRMP.

e. Develops, coordinates as appropriate, maintains, and implements an ADP plan to meet the requirements of the IRMP. This includes:

(1) Developing and implementing procedures for users and functional organizations to report on resource utilization and operating requirements.

(2) Reviewing various system documents, such as functional and data requirements, design and programming specifications, etc., which address existing or proposed automated information systems in terms of their relationships to approved agency missions and programs and in terms of impact on ADP resources as provided in the ADP plan.

(3) Reviewing and evaluating, in support of the requirements of the Office of Budget, regional, center, and other organizational budget submissions and plans.

(4) Compiling the above information, presenting to agency management, and recommending actions to the ADP plan.

(5) Translating the ADP plan into budgetary requirements for ADP hardware/software, staffing, and financial resources and preparing the OMB Circular A-11, Preparation and Submission of Budget Estimates, report.

f. Conducts, participates in, or monitors and coordinates projects for acquiring, developing, or modifying ADP systems, equipment, software, and associated services. Such activities include development of plans, concepts, feasibility studies, requirements analysis, systems, programs, and procedures.

g. Recommends approval for, or within delegated authority, approves acquisitions of ADP hardware, software, products, or services through contract or other Government agencies; and maintains an inventory of ADP hardware, software, and applications systems.

h. Provides technical support and guidance in the evaluation, acquisition, management, and operation of agency ADP systems and facilities, including the establishment of training needs, technical documentation and procedures, ADP technical standards, and the agency-wide standardization of data elements, formats, and codes.

i. Administers an agencywide program for developing standard data classification and coding structures for common use in agency management information systems; and develops and maintains indexes and inventories of such data elements and their application.

j. Develops and manages the agency program for use of timesharing services and provides the direction on selection and use of such services.

k. Develops and implements procedures and processes for recording and reporting the utilization of ADP resources and for the distribution of appropriate user charges; and provides usage data to users for budget planning and submissions.

l. Serves as the focal point for contact and provides liaison on all matters involving management information system/automatic data processing (MIS/ADP) with external agencies, such as the Office of Management and Budget, Department of Commerce (National Institute of Standards and Technology), General Services Administration, and other cognizant Federal agencies.

**29-13. MANAGEMENT STANDARDS AND STATISTICS DIVISION.** The division:

a. Is responsible for developing, updating, and maintaining standards and procedures for agency directives, forms, records, reports, mail, correspondence, and other paperwork management programs; the application of modern micrographics and optical disk technology; Privacy Act management; publications management; library management; and printing management. The division is the principal element of the office with respect to aviation statistics, agency management, and operational information and statistics. The division also provides graphics and publishing assistance to the Washington headquarters. This includes:

(1) Developing and recommending agency policies, standards, systems, procedures, and program plans.

(2) Advising the director, the Administrator, and other principal officials.

(3) Guiding and assisting all agency elements in the conduct of approved programs.

(4) Evaluating the technical adequacy of regional and center counterpart program performance in support of the national evaluation program.

b. Maintains central controls and guides other agency elements in the use of: record systems, mechanized and regular file equipment and supplies, reports and forms (including design, storage, and disposal), directives, correspondence, mail, distribution, and publications programs.

c. Publishes reports catalog, directives checklists, official glossary, and other similar reference documents.

d. Reviews and coordinates all public reporting and recordkeeping requirements with the Office of the Secretary of Transportation, the Office of Management and Budget, and other Government agencies under the provisions of the Federal Reports Act of 1942.

e. Provides program guidance, standards, procedures, and approves micrographics and optical disk technology applications.

f. Identifies agency needs for improved graphic display concepts, techniques, and equipment. Provides leadership in planning for the applications in FAA of the most effective communication methods and equipment currently available.

g. Serves as agency liaison with the Office of the Secretary of Transportation, the Joint Committee on Printing, National Archives and Records Service, General Accounting Office, Office of Management and Budget, and other governmental and private organizations concerned with program responsibilities.

h. Manages the FAA Directives System. Provides guidance to directives management officers. Maintains identification control of agencywide directives and the master reference file of FAA and DOT directives.

i. Provides program guidance, standards, and procedures for agency libraries, and arranges for automated library information retrieval services.

j. Provides program direction, standards, and procedures to all FAA elements with respect to the provisions of the Privacy Act. Evaluates the various operational aspects of the program and recommends improvements. Prepares annual reports required by the Privacy Act. Develops training plans for agency personnel concerning Privacy Act activities and objectives.

k. Manages the FAA publications program. Develops standards and procedures designed to promote efficient and economic control over the agency's publishing activities. Conducts studies of the various operational aspects of the program and recommends improvements. Maintains liaison with the Superintendent of Documents on publications which are issued for sale to the general public.

l. For the Washington headquarters:

(1) Plans, controls, and procures printing, distribution, design and illustrating, and still photographic services.

(2) Develops budget estimates and administers central funds established for the production and procurement of headquarters publishing, graphics, library, and mail services.

m. Provides program guidance, standards, and procedures for agency printing operations. Approves printing and reproduction and electronic composition equipment acquisition and disposal.

n. Is the principal element of the office with respect to aviation statistics and agency management and operational information and statistics.

o. Provides leadership and coordination of agency and industry efforts to identify and validate aviation statistical information requirements for agency, Departmental, and other uses.

p. Assures the development, in participation with program and management elements, of numerical measures and indicators of the effectiveness and efficiency of agency program performance and the resulting public benefits achieved.

q. Develops and administers programs and systems for the validation, correlation, analyses, and timely presentation and issuance of top management information and

statistics for various purposes showing the aviation environment; status, trends, comparisons, and achievements of agency programs in relation to plans; performance in relation to standards; and outputs in relation to inputs.

r. Develops and operates comprehensive systems and procedures for cataloging and locating agency information and for managing its authentication and release.

s. Conducts special quantitative and qualitative surveys, studies, and analyses, especially those of an interfunctional interest, relating to the aviation environment and agency program performance.

t. Provides professional consultation and advice regarding statistical sampling, statistical analysis, and other statistical techniques and the measurements of program performance and benefits.

**29-14. MANAGEMENT ANALYSIS DIVISION.** The division:

a. Is the principal element of the office with respect to organizational planning, review, approval, and documentation; management development; management engineering and management systems methodology and applications; management productivity and improvement, and agency staffing standards program.

b. With respect to the foregoing:

(1) Develops and recommends agency policies, standards, systems, procedures, and program plans.

(2) Advises the director, the Administrator, and other principal officials.

(3) Guides and assists all agency elements in the conduct of approved programs.

(4) Evaluates the technical adequacy of regional and center program performance.

c. Conducts special studies to:

(1) Resolve specified management problems.

(2) Identify problems and develop solutions, therefore, as they relate to all phases of agency management and operations.

d. Promotes the development and installation of the systems approach to agency management. This includes developing specific systems of management for use by other elements of the agency and the use of various analytical and managerial techniques for problem solving and decisionmaking.

e. Conducts technical studies and provides assistance to all elements of the agency using industrial management

engineering practices, operations research analyses, mathematical techniques, scheduling and control systems such as PERT, Critical Path Method, and other program control and evaluational techniques.

f. Develops work measurement methods and staffing standards for application within the agency; conducts studies to validate existing staffing standards.

g. Develops and administers the agency system for approval and documentation of organization changes, assignments of functional responsibility, delegations of authority, and creation and dissolution of committees.

h. Reviews all organizational proposals requiring approval of the Administrator; and administers an agency-

wide program for cyclical reviews of organizations and functions.

i. Develops and administers the management and productivity improvement and internal control system programs.

j. Identifies and defines the need for development of managerial skills in the use of management systems, techniques, and practices.

k. Provides executive staff support required, by the Administrator and Deputy Administrator for staff meetings, conferences, and national telecons.

## CHAPTER 32. ASSOCIATE ADMINISTRATOR FOR HUMAN RESOURCE MANAGEMENT

**32-1. MISSION.** The Associate Administrator for Human Resource Management advises and assists the Administrator in directing, coordinating, controlling, and ensuring the adequacy of FAA plans and programs for personnel, technical training, human resource planning, evaluation, and development, and labor and employee relations. The Associate Administrator for Human Resource Management provides operating personnel, training, and labor relations services to designated organizational elements.

**32-2. ORGANIZATIONAL STRUCTURE.** The organizational structure for the Associate Administrator for Human Resource Management is shown in figure I-1.

**32-3. FUNCTIONS.** The Associate Administrator for Human Resource Management:

a. Provides for human resource development and the management of human resources by developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and systems.

b. Provides for optimal relationships with employees, employee groups, and labor organizations by developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and systems with respect to employee benefits, adverse actions, grievances and appeals, and conduct and discipline; and administers FAA's relationship with labor organizations, professional societies, and organizations of supervisors and managers.

c. Provides for equal opportunity use of position and human resources by developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and programs for managing positions, acquiring human resources, and utilizing human resource management information systems.

d. Develops policies, programs, standards, systems, and procedures for human resource technical training activities.

**32-4. AUTHORITY.** With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Human Resource Management is authorized to:

a. Take action and issue orders in the name of the Administrator and Executive Director for Policy, Plans, and Resource Management, except for those matters for which the Administrator and/or executive director has specifically reserved authority or otherwise provided.

b. Represent the Administrator and the Executive Director for Policy, Plans, and Resource Management.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

**32-5. RESERVED.**

**32-6. EXECUTIVE STAFF.** The Executive Staff is responsible for evaluation of the effectiveness of human resource management and technical training programs. The Executive Staff provides administrative management staff support services for the Associate Administrator for Human Resource Management and all organizations within the associate administrator's sphere of responsibility. The staff:

a. Develops and recommends human resource management and technical training evaluation policies, programs, standards, systems, and procedures to meet FAA program requirements, applicable Federal laws, and Office of Personnel Management and DOT regulations.

b. Administers human resource development evaluation programs and policies; advises the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other agency officials; and provides technical advice, assistance, and guidance to other FAA organizations.

c. Evaluates human resource management and technical training programs throughout the agency to identify and correct deficiencies, to ensure regional and Washington headquarters programs are administered uniformly within the parameters of the national program, and to effectively integrate these programs and activities with the FAA mission.

d. Provides for the effective evaluation of FAA's human resource management program performance and technical training program performance, and ensures that measures are taken to correct deficiencies.

e. Evaluates the status of FAA relative to the goals of achieving excellence in leadership, in management of its human resources, and in the service orientation of its human resource management elements. Provides standards and guidance for the evaluation of human relations at national and regional levels. Provides consultation, correlation, and integration of evaluations conducted by the offices involved in human resource management.

f. With respect to administrative management staff support, the staff provides services including:

- (1) Budget and financial management.
- (2) Organization and staffing.
- (3) Personnel administration, training, and utilization.
- (4) Paperwork management, including directives, reports, forms, and records.
- (5) Project tracking.
- (6) General administrative services, including space management and property management.
- (7) Travel.
- (8) Procurement.
- (9) Management information.
- (10) Security and emergency readiness.

**32-7. SENIOR EXECUTIVE RESOURCE STAFF.** The Senior Executive Resource Staff is responsible for the agency's Senior Executive Service (SES) programs. The staff:

- a. Manages the agency's SES programs and related recruitment, selection, performance appraisal, executive pay (salary and benefits), and development systems.
- b. Manages the agency's SES Candidate Development Program.
- c. Is delegated, by the Associate Administrator for Human Resource Management, the authority to:
  - (1) Waive reimbursement for costs of SES training in accordance with agency policies and directives.
  - (2) Waive limitations on use of non-Government training in the SES area.

**32-8. to 32-9. RESERVED.**

**32-10. HUMAN RESOURCE MANAGEMENT DIVISION.** The Human Resource Management Division serves under the executive direction of the Associate Administrator for Human Resource Management, with appointing authority, and is responsible for providing the full range of human resource management services to the Washington headquarters and the overseas organizations reporting to the Associate Administrator for Policy and International Aviation. The division:

- a. Assures compliance with statutory and regulatory requirements and DOT and FAA policies. Assures that human resource management personnel programs such as employment, classification, training, pay administration, evaluation, etc., effectively meet management needs and safeguard employee rights.

b. Implements human resource management policies established by the national headquarters. Identifies the need for and establishes local human resource management programs designed to meet particular needs of the headquarters and field organizations for which such functions and support services are provided.

c. Advises, assists, and represents, within delegated authority, the Associate Administrator for Human Resource Management, the Executive Director for Policy, Plans, and Resource Management, and the Administrator on all matters relating to personnel and training operations, both internally and in communication and liaison with the Office of Personnel Management, recruiting sources, minority groups, other local agencies, industries, special committees, and other external organizations.

d. Provides continuing specialized assistance and advisory services to managers, first-line supervisors, employees, and to the general public in appropriate human resource matters.

e. Administers the headquarters Consolidated Personnel Management Information System (CPMIS). Assures the accuracy and completeness of all data on employees in area of responsibility. Analyzes and extracts management information to assist all headquarters managers in the effective and efficient management of their employees.

f. Develops, implements, and monitors the headquarters human resource management evaluation program.

g. Performs human resource management services related to:

(1) Employment, including: recruitment; special emphasis employment programs (with appropriate input and coordination from the Office of Civil Rights); agencywide appointment of experts and consultants; merit promotion; reemployment, restoration, and return rights; reduction-in-force; medical disqualifications and fitness for duty; headquarters EEO affirmative action plans (with appropriate coordination from the Office of Civil Rights); approval of procurement of services by contract; salary setting; custodianship of official personnel records and folders; personnel action processing; maintaining employment inventory to assure authorized employment levels are not exceeded; and preparation of periodic reports of employment.

(2) Pay and classification, including: position classification and pay administration policy; advice to management officials on organization and distribution of functions; leave administration; workweeks and hours of duty; competitive level code assignments; and Fair Labor Standards Act exempt and nonexempt determinations.

(3) Employee relations, including: labor relations (negotiations, consultation, labor agreement administration, and third party proceedings); adverse actions, appeals, and grievances; conduct and discipline; conflict of interest; suggestions; incentive awards; performance standards and evaluation; employee benefits and services for retirement, health insurance, life insurance, death benefits, and injury compensation; occupational safety and accident reports; and the Washington headquarters employee assistance program.

(4) Training and career development, including: out-of-agency training programs; arranging human relations, technical, and management training; orientations; management of headquarters training budget; intern programs (including upward mobility); and special briefings.

h. Performs all of the programmatic human relations activities for Washington headquarters organizations such as employee participation group support, training, and workshops; facilitator training and management; human behavior and communications; and team building.

i. Reviews and evaluates all phases of human resource management activities, for which the division is responsible, to determine their overall effectiveness; and, where problems or weaknesses are identified, takes necessary

corrective action or recommends action to improve and strengthen any areas of human resource management functions for which responsible.

j. Assures that all human resource management activities and procedural actions are taken without regard to factors irrelevant to the quality of performance or the qualifications required for any position or function. Promotes equal opportunity principles and objectives as part of the basic human resource management responsibility of the division.

k. Administers the Incentive Awards Program for the Associate Administrator for Human Resource Management.

l. Approves requests for restoration of annual leave where the leave was forfeited because of exigencies of the public business, sickness preventing the use of scheduled leave, or administrative error. This authority applies to all Washington headquarters employees (including employees of tenant organizations at the Aeronautical Center and the FAA Technical Center) except employees who report directly to the Manager, Human Resource Management Division, who must have forfeited annual leave restored by the Associate Administrator for Human Resource Management.

